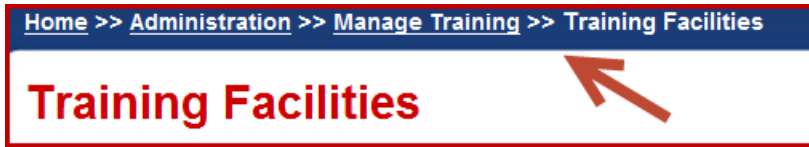
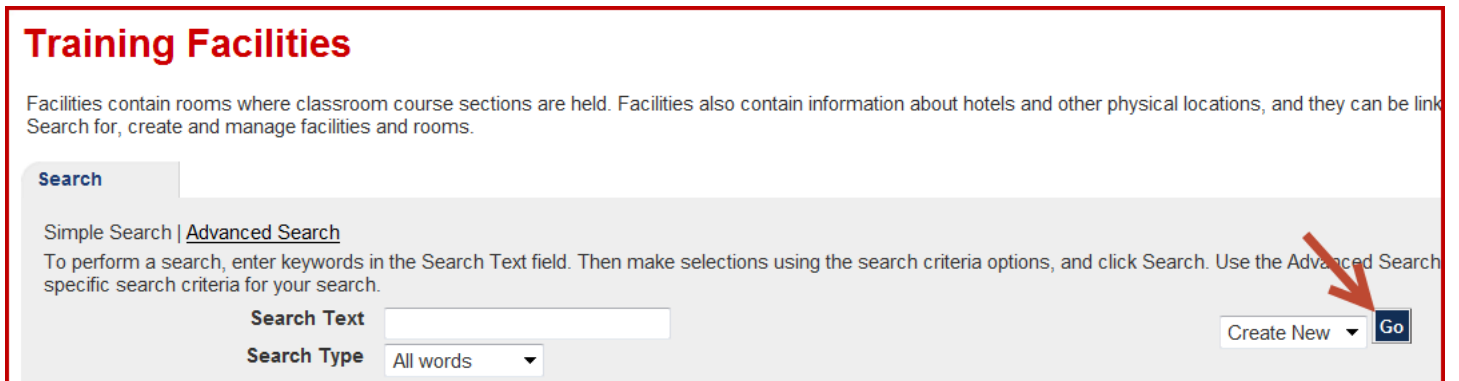


Knowledge Center Setting up a Facility

Step 1: Follow this trail:



Step 2: Click on create new



Step 3: Populate all required fields and as many of the other fields as possible.

New Facility

Facilities contain rooms where classroom course sections are held. Facilities also contain information about hotels and other physical locations, and they can be linked to each other. Search for, create and manage facilities and rooms.

Summary Rooms Image Activity Content Sharing

Edit Summary Comments

Enter new or change existing summary information about the item and then click Create or Save. **Note:** If you are creating the content item, then a list of locales may display. Click the button next to the locale for which you are creating the content item.

* Name: Chantilly Library TechOps

* Description: Chantilly Library TechOps Computer Lab

* Keywords: Chantilly Library TechOps

* Facility Type: COV Office Building

Address: 400 Stringfellow Road

City: Chantilly

U.S. State: Virginia

Non-U.S. State/Province:

Country: UNITED STATES

Postal Code: 20151

Complex:

Contact Name:

Contact Phone: 703-502-3888

Contact Fax:

Contact Email:

Additional Information:

Check Spelling

Populate all required field and as many as many other fields as you can. The more the better.

Create Cancel

Knowledge Center Setting up a Facility

Step 4: Create the room by clicking on create new.



Chantilly Library TechOps

The facility was created.

Facilities contain rooms where classroom course sections are held. Search for, create and manage facilities and rooms.

Summary Rooms Image Activity Content Sharing

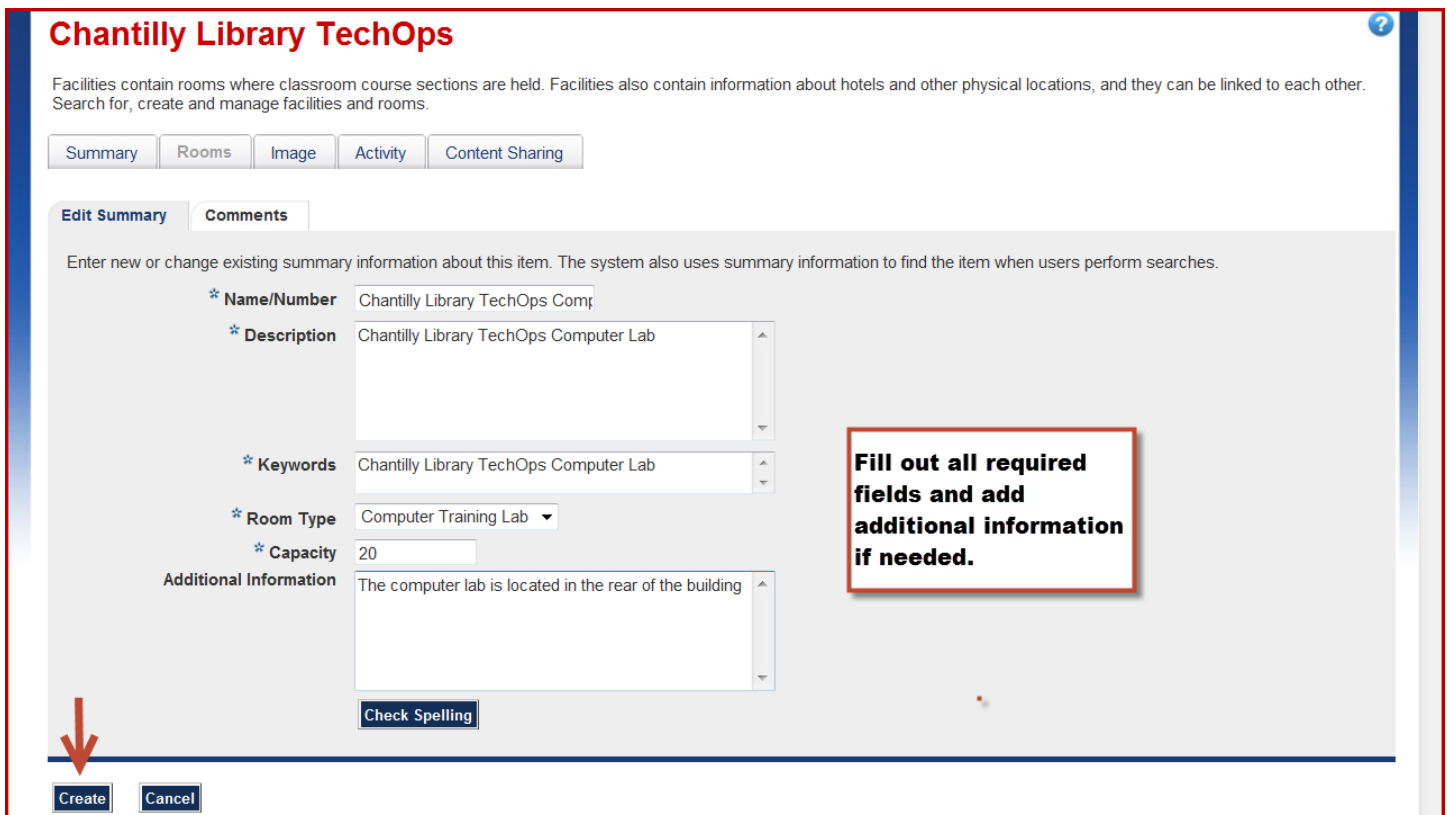
Manage Rooms

Use the Page menu to create new rooms. Use the Action menu to

Create New

Records found: 0

Step 5: Fill out all required fields and add additional information if needed. Then click create.



Chantilly Library TechOps

Facilities contain rooms where classroom course sections are held. Facilities also contain information about hotels and other physical locations, and they can be linked to each other. Search for, create and manage facilities and rooms.

Summary Rooms Image Activity Content Sharing

Edit Summary Comments

Enter new or change existing summary information about this item. The system also uses summary information to find the item when users perform searches.

* Name/Number Chantilly Library TechOps Comp

* Description Chantilly Library TechOps Computer Lab

* Keywords Chantilly Library TechOps Computer Lab

* Room Type Computer Training Lab

* Capacity 20

Additional Information The computer lab is located in the rear of the building

Check Spelling

Fill out all required fields and add additional information if needed.

Knowledge Center Setting up a Facility

Step 6: Click on content sharing, content shared to other domains

The screenshot shows the 'Chantilly Library TechOps' page. At the top, there is a search bar and navigation links like 'Site Map', 'Domain Console', 'My Messages', 'Shopping Cart (0)', and 'Site Help'. Below this is a welcome message for 'DSS Roanoketraining01' and a 'Logout' link. A navigation bar contains 'My Workspace', 'Learning Center', 'Reference Center', 'Collaboration Center', and 'Administration'. The breadcrumb trail is 'Home >> Administration >> Manage Training >> Training Facilities >> Content Sharing'. The main heading is 'Chantilly Library TechOps'. Below it are tabs for 'Summary', 'Rooms', 'Image', 'Activity', and 'Content Sharing'. The 'Content Sharing' tab is active, showing a 'Comments' sub-tab. A text block says: 'Use the checkboxes to indicate how this content will be shared. See Help page for details about content sharing options.' Below this are two radio buttons: 'Content appears in this domain only' and 'Content shared to other domains'. The second option is selected. A red box with two steps is overlaid on the right: '1. Click on content sharing' (with an arrow pointing to the 'Content Sharing' tab) and '2. Click on Content shared to other domains' (with an arrow pointing to the selected radio button).

Step 7: Click on the box which corresponds with DSS External Domain for push required

The screenshot shows a table row with the text 'Virginia Department of Social Services - External'. To the right of the text are three small square checkboxes. The third checkbox from the left is checked, indicated by a red arrow pointing to it.

Step 8: Click save

The screenshot shows two buttons: 'Save' and 'Return'. A red arrow points to the 'Save' button.